EDISON HIGH SCHOOL TRANSCRIPT REQUEST FORM

ALLOW 15 SCHOOL DAYS FOR PROCESSING

**Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counselor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Full IB Diploma Candidate**: Y or N

Each student is responsible for submitting college applications and fees, and for ordering official test scores for each application. EHS **DOES NOT** mail test scores.

You must request that your official scores be sent directly to the colleges (to request SAT scores: [www.collegeboard.org](http://www.collegeboard.org) and ACT scores: [www.actstudent.org](http://www.actstudent.org)).

**Student Services Section**

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| **PRINT Name of College, Scholarship**  **Include CITY AND STATE**  **ONLY LIST SCHOOLS YOU WILL APPLY TO** | **Common App**  **Yes or No?** | **I applied directly to the school, Yes or No?** | **Method of Application**  **(see below)** | **Date Application is due at college for**  **the type of application you are doing**  **(See College Website)** | **Include counselor recommendation letter? If yes, Senior Packet must be submitted to counselor.** | **CA**  **eDoc or Mail** | **Date**  **Sent:** | **Fee Paid** |
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**Method of Application: EA – Early Action, ED – Early Decision, RD – Regular Decision, RO – Rolling, P – Priority, H- Honors College, S – Scholarship**

The first 3 transcripts are free. After 3 transcripts, payment of $5.00 is required for each transcript request. **PAYMENT DUE UPON REQUEST. CASH OR CHECK.**

**Student Contact Information: I prefer to be contacted via:**

**Cell phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions or need assistance regarding this form, please contact **Ms. Snyder (Transcript Assistant) at 703-924-8006 or** [**esnyder2@fcps.edu**](mailto:esnyder2@fcps.edu) You may also contact your counselor.